

## REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 243 F

1. TITLE OF REPORT (If a fill-in report include Form No.)

243F SA 5X8-ALPHA

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

R

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc)

C-P-D

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

NO

P.82F

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

DLS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
G5-06-3	4.21		.143		.60		.5		.30

## B. COSTS OF COMPUTER PRODUCED REPORTS

			1275		.5		6.38
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TOTAL COSTS PER YEAR

\$ 6.68

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

## 14. FUTURE GOALS

14a. PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS☐ OTHER (explain)☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

14b. DATE OF INVENTORY

29 OCT 1970